



City of Hermosa Beach
 1315 Valley Drive, Hermosa Beach, CA 90254
 310.318-0203 - Fax 310.372-6186
 Email: recordsrequest@hermosabch.org



Received By: Tamara Hudson
 Referred To: Finance
 Date Referred: 2/25/19

Public Records Request

The City of Hermosa Beach encourages public participation in the governing process and provides reasonable accessibility to all public records except those documents which are exempt from disclosure by express provisions of law or considered confidential or privileged under the law. The City is under no obligation to respond to requests which are not focused or specific. The City may withhold documents which are exempt from disclosure under state or federal law, including the attorney—client privilege or any other applicable privilege. The City, in accordance with Government Code Section 6253(b), has ten (10) days to respond to any request for public documents by indicating whether or not the documents exist and will be made available. Actual production of the documents may take somewhat longer depending upon their ease of availability and staff workload. To assist us in providing a timely response to your request, please fill out the form below and indicate the specific record/document you wish to review.

Name (please print): <u>Matthew Drange</u>		Email: <u>mdrange@theinformation.com</u>	
Address:		Phone:	
City:		Fax:	

Record or Document Requested:

To assist the City with your request, please identify each requested record/document separately. Please be as specific as possible. Non specific inquiries may cause responses to be delayed or may prove to be burdensome and therefore the City may not be able to respond. (Additional sheets may be used) **Submit all requests to the City Clerk's Office.**

see attached

Photocopies are \$0.20 per page (Mailing fee, if applicable is \$3.00 plus postage). Fees must be paid before records are released.

I agree to pay all applicable fees and charges per the City Council Resolution of Fees for any copies I request of the above mentioned document. *Accepted method of payment:* Cash or check. Credit card accepted in person only.

Signature _____

Date _____

For Departmental Use Only:

Action Requested:

☐ Review Only
☐ Copies Requested

Action Taken:

☐ Document Reviewed
☐ Copies Provided
☐ Refusal/Reason _____

By _____ Date _____

☐ Non-Existent Document
☐ Other (Please Explain) _____

For City Clerk's Use Only:

Date Requestor Notified _____ Notified By: _____ Date Picked Up or Mailed _____



February 22, 2019

California Public Records Act Request

Dear Records Officer,

Pursuant to the state open records law, Cal. Gov't Code Secs. 6250 to 6277, I write to request access to and a copy of the following, which I understand to be held by your agency:

Any and all firearms purchase orders, including but not limited to item descriptions, amounts and vendor information, from January 1, 2009 through the day this request is processed.

I would like these records in electronic format, transmitted via email or another digital format; please refrain from sending paper copies of the records.

If you determine that any of the information qualifies for an exemption from disclosure, I ask you to note whether, as is normally the case under the Act, the exemption is discretionary, and if so whether it is necessary in this case to exercise your discretion to withhold the information. In any event, please provide a signed notification citing the legal authorities on which you rely if you determine that any or all the information is exempt and will not be disclosed.

Please waive any applicable fees. This information is being sought for reporting purposes and public dissemination. I, of course, reserve the right to appeal your decision to withhold any information or to deny a waiver of fees.

As I am making this request as a journalist and this information is of timely value, I would appreciate your communicating with me by telephone, rather than by mail, if you have questions regarding this request. If I can provide any clarification that will help expedite the processing of my request, please contact me directly, at 626-233-1063 or at mdrange@theinformation.com.

I look forward to your reply within ten (10) business days, as the statute requires, and an even prompter reply if you can make that determination without having to review the records in question.

Thank you for your time and attention to this matter.

Sincerely,

Matthew Drange

Reporter, The Information

Phone: 626-233-1063

Email: mdrange@theinformation.com